



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 08/21/2015

Closing Date: 09/04/2015

Position Title: Custodian

Department: Maintenance

Work Schedule: Monday-Friday (Hours Vary)

Wage Rate: Pay Range 8: \$11.26/Hr./ Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.

Approved by TRTC: 07/24/2013



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

TITLE: Custodian

WORKSITE: Tule River Indian Tribe of CA
Justice Center
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Custodian will perform a wide variety of custodial and maintenance duties in order to provide a clean, orderly and safe environment; and perform related work as required.

DUTIES AND RESPONSIBILITIES:

1. Clean, dust, sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; Spot washes walls and work surfaces, empties trash and garbage containers.
2. Clean and sanitize restrooms/bathrooms using established practices and procedures and restock supplies as needed.
3. Replace defective lights.
4. Cleans grounds and removes litter from deck areas and sidewalks, disposes of major debris.
5. Move furniture, equipment, supplies as needed
6. Report needed repairs and safety concerns.
7. Performs other duties as assigned.

QUALIFICATIONS:

1. High School Diploma or G.E.D. preferred, but not required.
2. Custodial experience preferred.
3. Must be able to follow detailed oral and written instructions
3. Must be able to work well under little or no supervision
4. Must be able to work well with the community
5. Good communication skills
6. Must be willing to work weekends (rotating from one attendant to the other
7. Must be able to work flexible schedule (as hours will be scheduled to accommodate community events)
8. Must be able to lift up to 50 pounds
9. Must successfully complete a pre-employment drug/alcohol screen and background check.

KNOWLEDGE SKILLS & ABILITIES:

1. Ability to read and comprehend policy & procedures, rules & regulations and operating instructions.

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2. Must be knowledgeable in cleaning methods and cleaning solutions and familiar with SDS.
3. Ability to operate mechanical cleaners, polishers, buffers, and any other floor equipment.
4. Ability to write reports and correspondence.
5. Ability to add, subtract, multiply and divide.
6. Ability to take direction and follow orders.

WORKING CONDITIONS

Position requires prolonged standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. Requires good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination movement. Must be able to lift, push, pull or carry objects, use abdominal and lower back muscles to provide support over time without fatigue and to effectively jump, sprint or throw an object. Acute hearing is required. Regularly works near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity, and exposure to dust and asphalt. Frequently must be able to lift up to 30 pounds, normally must be able to lift up to 50 pounds, and occasionally must be able to lift over 50 pounds. Noise level is generally loud. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a vehicle or equipment.

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| Position Reports to: | Custodian Supervisor |
| Position supervises: | None |
| Salary: | Pay Range 8: \$11.26/Hr. Paid Bi-Weekly / Overtime Eligible |
| Hours: | Varies Full-Time (40 Hrs./Week)/ Must be flexible Including weekends and holidays |
| Benefits: | Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K) plan. |

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT.